Case manager works with consumer on plan of care/cost comparison budget and enters into INsite. If attendant care is approved by the state, case manager informs individual of availability of self-direction option.

If individual is interested, he or she is directed to training materials. Individual completes training and notifies case manager. Case manager or individual calls fiscal intermediary (FI) to request enrollment packet be sent to individual.

Individual completes training and calls case manager. Case manager assesses training and fills out initial checklist.

Once the case manager has completed the initial checklist which verfies the client is qualified for the program, he or she makes the necessary changes in INsite. Case manager enters "self-directed" under "attendant care" in INsite. (If individual is not qualified, case manager proceeds with another form of care.)

Case manager works with individual to complete "Personal Assistant Responsibilities" form (see Appendix).

Fiscal intermediary enrolls employee, if he or she is deemed eligible. The FI will inform the case manager once all the paperwork is completed for both the client (and his or her provider). Case manager may have to arrange for agency-based care while the paperwork is being processed

